

A complete Environmental Permit application will include:

- **Completed Permit Application Form** (4 copies)
- **Tax Registration Number (TRN)** (for company or individual making application)
- **Company Documents** (Articles of Incorporation and names of Directors & Company Secretary)
- **Copy of ID for person making the application** (Driver's Licence, National ID or Passport)
- **Location Map** (drawn to scale 1:12,500) (4 copies)
- **Application Fee** (determined based on specific category of application)

- **Project Brief** detailing the following (4 copies)
 - Detailed description of all aspect/components of the proposed project
 - Method of treatment or disposal and expected volume of waste/by-products including solid waste and wastewater
 - Method of sewage treatment and/or disposal
 - Description of the existing location/environment (flora, fauna and land features), including details of any structure or facilities present
 - An assessment of the potential impacts and proposed mitigation measures

- **Plans/Drawings** (must be drawn to scale) (4 copies)
 - Site Layout Plan (including setbacks and dimensions)
 - Detailed Architectural Plans (including all floor plans and elevations)
 - Drainage Plan

***Informative** - Architectural drawings must be certified by a locally registered architect, engineering drawings by a locally registered professional engineer, and subdivision plans by a Commissioned Land Surveyor.*

- **Proof of Ownership**
 - Copy of title(s) or,
 - A probated will or,
 - Lease agreement along with a copy of the title and a consent letter

Informative

- *If the applicant is not the owner, a letter of authorization from the title holder(s) witnessed by a Justice of the Peace, giving the applicant permission to use the land for the proposed activity, must be submitted along with a copy of the title and a copy of an ID for both parties*
- *If the registered title is held jointly, all parties must be reflected as applicants **or** there should be a letter or authorization from the other title holder(s) giving the applicant permission to use the land for the proposed activity. The letter or authorization must be witnessed by a Justice of the Peace and be presented along with a copy of an ID for all parties*
- *Anyone applying for a Permit and Licence on behalf of someone else, must submit a letter authorizing them to apply for the Permit/Licence. The letter must also state the extent of their authority in relation to the application and in whose name the Permit/Licence should be issued. The letter must be signed by all the relevant parties who they represent, witnessed by a Justice of the Peace, and presented along with a copy of the Identification for all parties e.g. current Driver's Licence, National ID or Passport.*

Please be advised that the Permit **MUST** be collected within **THREE (3) MONTHS** of the date of the approval by the Authority. Failure to do so will result in the approval being withdrawn and reapplication for the Environmental Permit being required.